

## USDA eAuthentication for Vendors: Creating a New Level 2 Account

Beginning in 2009, all Forest Service vendors/contractors who wish to obtain a new preseason incident agreement<sup>1</sup> or update an existing preseason incident agreement with the Forest Service must have a USDA Level 2 eAuthentication (eAuth) account.

### IMPORTANT

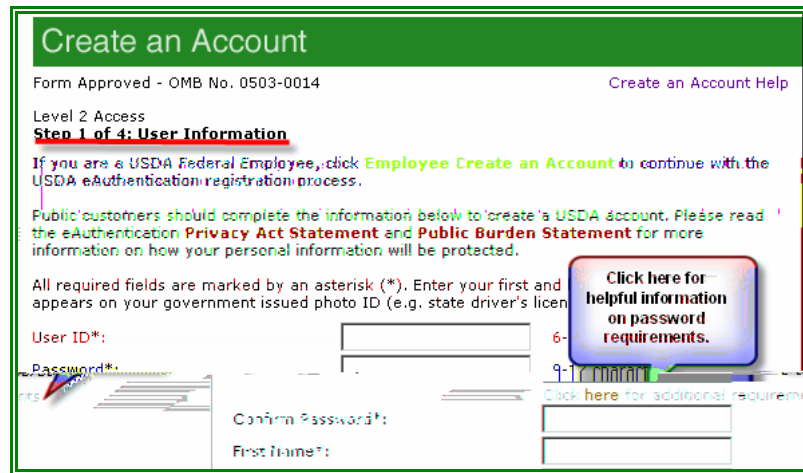
- Without a Level 2 eAuth account, you will NOT be given access to the USDA Forest Service Virtual Incident Procurement (VIPR) system<sup>2</sup> (available in 2009) where you will need to electronically sign and submit your agreement with the Forest Service before it can be considered in the solicitation review process.
- If you already have a Level 2 eAuth account with another USDA agency, you should use that Level 2 account for the Forest Service VIPR program—no additional eAuth action will be required. Level 2 accounts require in-person verification of a government-issued ID. If you do not recall completing this step, you probably do not have a Level 2 account. If you are unsure whether you already have a Level 1 or Level 2 account with either the Forest Service or another USDA agency, follow the instructions in the Appendix of this document to determine if you have an account and what type of account you have.
- Please DO NOT create a new account if you already have a Level 1 account. If you already have a Level 1 account, you will need to upgrade your account. Follow the instructions at <http://www.fs.fed.us/business/incident/eauth.php> and click on the link to “USDA eAuthentication for Vendors: Upgrading from a Level 1 to Level 2 Account.”
- You must have a valid e-mail address to complete the eAuthentication process. If you do not already have one, you can obtain an e-mail address from your Internet Service Provider (ISP) or you can use one of the many free services available on the Web.

<sup>1</sup> Preseason incident agreements are also known as Emergency Equipment Rental Agreements (EERAs) or Incident Blanket Purchase Agreements (I-BPAs).

<sup>2</sup> VIPR is a new information system that will automate the solicitation, award, and management of preseason incident agreements. VIPR is part of the Forest Service’s overall Incident Business system that automates the agency’s incident business requirements, decreases paperwork, and integrates business processes. VIPR will feed information to other systems that you may have heard of or worked with: Resource Ordering and Status System (ROSS), I-Suite, the Aviation Business System, and the Incident Business Database. For more information about VIPR, please contact your Regional FS Contracting Officer (list of contacts located at: <http://www.fs.fed.us/business/incident/contacts.php>).

## To create a new Level 2 eAuth account, do the following:

- 1 Access the eAuthentication registration Web site at <https://eauth.sc.egov.usda.gov/eAuth/selfRegistration/selfRegLevel2Step1.jsp>. The Create an Account screen appears.



**NOTE:**

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**NOTES:** You must complete all required fields, which are marked with an asterisk (\*). And, although they are not marked with an asterisk, all of the security questions at the bottom of the screen are also required.

For the password requirement, you will need to create a password that adheres to specific rules, which are outlined below in “**HELPFUL PASSWORD TIPS.**”

For the PIN requirement, you may select any 4-digit number that does NOT begin with zero (e.g., 1111, 9076, etc.). The PIN may be used by the IBS Helpdesk to verify your identity if you require helpdesk assistance with your Level 2 eAuth account.

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#### **HELPFUL PASSWORD TIPS**

**Ensure your password meets the following criteria:**

- Is 9-12 characters
- Includes at least one upper-case letter (A, B, C, etc.) and at least one lower-case letter (a, b, c, etc.)
- Includes at least one of these characters: 0 1 2 3 4 5 6 7 8 9 ! # \$ % = + : ; , ? ~ \* -
- Is NOT a word in the dictionary
- Is NOT any information from your profile (e.g., Mother’s Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, etc.)

Ensure you remember your eAuthentication user ID, password, and PIN, as well as the answers you used for the security questions, because you will need this information to access your account again in the future.

- 3 Click the **Continue** button.
- 4 Confirm that all of the user information is correct, and then click the **Submit** button.
- 5 From the “Step 3 of 4: Print and Check Email” page, print the page, because you will need it for future reference.

home : About eAuthentication : help : Contact Us : Service Centers

## Create an Account

Level 2 Access  
**Step 3 of 4: Print and Check Email**

Please print this page for future reference.

Congratulations **Name** only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) with the subject line of 'Activate Your USDA Account with Level 2 Access within 7 Days'.  
**Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.**

The User ID you created is **User Name**  
The email address you provided is **Email Address**

Level 2 access activation process:

1. Click on the email confirmation link provided in the email within **7 days**. Be sure to follow the instructions provided in the confirmation email. **If you do not click on the email confirmation link within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

NOTE: Once you click the email confirmation link in the email, you will have an account with limited access that allows you to review your account information online.

2. Go to the eAuthentication web site at [www.eauth.egov.usda.gov](http://www.eauth.egov.usda.gov) and click on "Update Your Account" link and login to review the account information you provided to ensure it is correct (e.g. first name, last name, etc. are the same as your government issued photo ID).
3. Take your government issued photo ID (e.g. state issued driver's license) and present it in person to a USDA Local Registration Authority (LRA) for activation of your account with Level 2 access. To find the nearest USDA Service Center office go to <http://offices.sc.egov.usda.gov>

**NOTE: Until a USDA Local Registration Authority (LRA) activates your account with Level 2 access, you will NOT be able to conduct official electronic business transactions with the USDA via the Internet.**

If after 24 hours you do not receive the confirmation email:

1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642. Please provide your User ID, first and last name, and email address.

- 6 Click the **Close Window** button. If this does not work, please close your browser window. Your request will be processed within one hour of receiving your submittal.
- 7 At least one hour after submitting your request, check your e-mail for a confirmation message with the Subject: *Action Required: Instructions to Activate Your USDA Account with Level 2 Access* from [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov).

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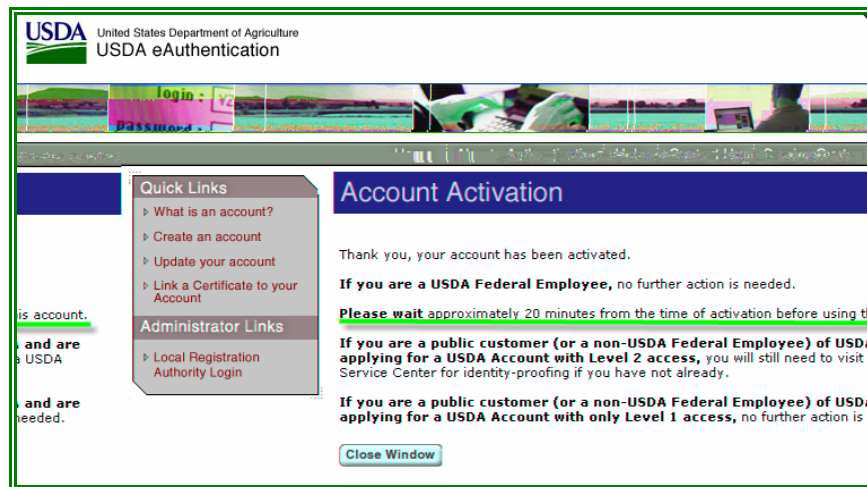
**NOTE:** If you have not received the account activation e-mail within an hour of your submittal, please look for the e-mail in your Junk or Spam e-mail file folders before contacting the Forest Service Incident Business Solutions Helpdesk at (866) 224-7677.

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- 8 Follow all of the instructions in the e-mail.

Once you have completed the activation process, the Account Activation screen appears confirming that your account has been activated.

**If you do not click on the "Activate My Account" link in the e-mail message within 7 days of receiving the e-mail, your account will be terminated and you will have to start the entire process over.**



The statement on the Account Activation screen (highlighted in the image above) means that you may use the Level 1 privileges associated with your account (e.g. verifying / updating your account information). You will be unable to use your Level 2 account, which is required for VIPR, until you verify your identity with a Local Registration Authority, which is explained in Step 10 of this guide.

- 9 Click the **Close Window** button.

**NOTE:** After waiting at least 20 minutes from the time of activation (and anytime thereafter), you can verify your account information by following the instructions in the e-mail. This step is not mandatory for completion of the Level 2 eAuth account creation process.

- 10 Validate your identity **in person** with a USDA or Forest Service Local Registration Authority (LRA)<sup>3</sup> representative by doing the following:
  - a) Access the VIPR Service Center and Local Registration Authority Locator Web site (<http://www.fs.fed.us/business/incident/LRA>) to find a USDA Service Center or Forest Service Local Registration Authority location near you.
  - b) Call ahead to schedule an appointment with the LRA at the location you wish to visit.

Since many locations have only one LRA and the LRA may be out of the office, you will want to ensure the LRA is available to assist you **BEFORE** you go to the location.

- c) For your scheduled appointment, take one valid form of photo identification and present it **in person** to the LRA.

<sup>3</sup> An LRA is the only person who can verify your identity and approve your Level 2 eAuthentication account.

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- NOTE:** Valid forms of photo identification include
- USA state driver's license
  - USA state photo ID
  - USA passport
  - USA military ID
  - Canadian driver's license
  - Canadian passport
  - Department of States global ID (GLID) badge
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One hour after the LRA has activated your account, you should have access to conduct official electronic business transactions with the USDA via the Internet.

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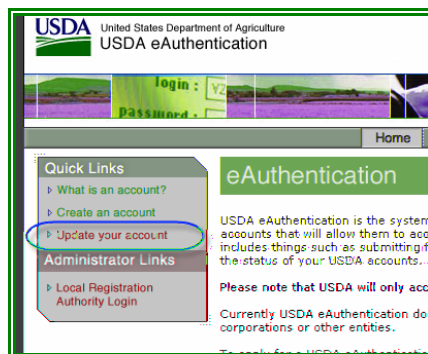
**NOTE:** If you need further assistance, please contact the Forest Service Incident Business Solutions Helpdesk at (866) 224-7677.

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## Appendix: Determining If You Have a Level 1 or Level 2 eAuth Account

To determine if you have a Level 1 or Level 2 eAuth account, follow the procedures listed below.

- 1 Access the USDA eAuthentication Web site at <http://www.eauth.egov.usda.gov>.
- 2 From the Quick Links menu, click on **Update Your Account**.



- 3 From the message box regarding the policy on using USDA computers, click the **Continue** button.
- 4 From the eAuthentication Login screen, enter your eAuthentication user ID and password, and then click the **Login** button.

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**NOTE:** If you have forgotten your user ID and/or password, follow the instructions on the eAuthentication Login screen for assistance in retrieving this information.

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From the left menu of the IdentityMinder screen, you will see one of the following options:

**Modify My Profile - Level 2.** This will be an option if you already have a Level 2 eAuth account that will work with the Forest Service. No additional action is required prior to using VIPR.

**OR**

**Apply for Customer Level 2 Authentication.** This will be an option if you have a Level 1 eAuth account. You will need to upgrade your account to Level 2—for instructions, go to <http://www.fs.fed.us/business/incident/eauth.php> and click on the link to “USDA eAuthentication for Vendors: Upgrading from a Level 1 to Level 2 Account.”

